

MANAGEMENT

S E C R E T

(classification)

CONFERENCE

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME [REDACTED]		2. POSITION TITLE Intel. Analyst Supervisor		3. OFFICE DDP/FID		25X1A9a
4. IMMEDIATE SUPERVISOR						25X1A9a
NAME [REDACTED]		BUILDING Headquarters		ROOM 7 B 44		
TITLE Deputy For Plans and Policy		OFFICE DDP/FID				
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM						
<input checked="" type="checkbox"/>	FORMS MANAGEMENT		<input checked="" type="checkbox"/>	VITAL RECORDS SCHEDULES AND DEPOSITS		
<input checked="" type="checkbox"/>	CORRESPONDENCE IMPROVEMENT		<input checked="" type="checkbox"/>	RECORDS CONTROL SCHEDULES		
<input checked="" type="checkbox"/>	REPORTS CONTROL		<input checked="" type="checkbox"/>	RECORDS RETIREMENT ACTIVITIES		
<input checked="" type="checkbox"/>	FILE SYSTEMS		<input checked="" type="checkbox"/>	MAIL OPERATIONS		
<input checked="" type="checkbox"/>	FILE EQUIPMENT AND SUPPLIES			SUPPLEMENTAL DISTRIBUTION		
<input checked="" type="checkbox"/>	RECORDS SURVEYS		<input checked="" type="checkbox"/>	OTHER RECORDS MANAGEMENT SERVICES (specify)		
<input checked="" type="checkbox"/>	REGULATORY ISSUANCES			Provide advice and guidance on records		
	AUTOMATION DEVELOPMENT	NEW	EXISTING	problems, policy, systems and		
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms) procedures.						
Chief, FI/D Registry Records Officer			Conduct and arrange for briefings and tours on records handling in the Clandestine Services and Central Reference Service.			
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES 60%. OR HOURS PER WEEK SPENT ON RECORDS PROGRAM						
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)						
FROM - TO	GRADE	POSITION OR DUTIES			COMPONENT	
Jul '65-Present	GS-11	See Attachment A			FI/D	
Apr '62-Jul '65	GS-11	" " B			WH	
Sep '59-Apr '62	GS-11	Records Management Analyst			RID	
Mar '59-Sep '59	GS-11	On the job training with RMS-(Covering Principal Elements of Records Management, namely, forms, reports and correspondence management, file systems and file classification plans, records disposition and vital records)			RMS	
Sep '58-Mar '59	GS-11	Chief, RID Destruction Unit			RID	
Oct '55-Sep '58	GS-11	Area Records Officer - Chief, [REDACTED] Station Registry			EE	25X1A6a
Aug '52-Oct '55	GS-11	Area Records Officer-Chief, EE Registry			EE	
Feb '51-Aug '52	GS-09	Records Management			ODM	
Feb '46-Feb '51	GS-04	Document Classifier - Chief Clerk			Dept. Army	
Jan '43-Feb '46	T/3	Document Classifier				

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OCTOBER 1967

FORM 2900A

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RECORDS PROGRAM TRAINING			
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES NO	YEAR
RECORDS MANAGEMENT		X	
FORM AND GUIDE LETTERS		X	
CORRESPONDENCE MANAGEMENT		X	
SPEEDING THE MAIL		X	
FORMS ANALYSIS AND DESIGN		X	
FORMS IMPROVEMENT		X	
FORMS FOR AUTOMATION		X	
DIRECTIVES SYSTEMS IMPROVEMENT		X	
HOW TO IMPROVE WRITTEN INSTRUCTIONS		X	
MODERNIZING MANAGEMENT REPORTS		X	
OFFICE INFORMATION RETRIEVAL		X	
FILES IMPROVEMENT		X	
RECORDS DISPOSITION		X	
SOURCE DATA AUTOMATION		X	
MECHANIZING PAPERWORK SYSTEMS		X	
MANAGING AN OFFICE MACHINE PROGRAM		X	
OTHER (list) Sixth Institute on Records Management jointly sponsored by National Archives and Records Service and American University		X	1959
10. INTERNAL TRAINING ON RECORDS MANAGEMENT			
Admin Course. Training Program in Records Management. On the job Training Course, Records Management Analysis conducted by members of the Records Management Staff. Clandestine Services Records Officer Course. Records Management Conference			1952 1953 1959 1962 1967
11. AUTOMATION TRAINING (Internal or External)			
A general understanding of the basic concepts and techniques of ADP through briefings and tours conducted by the RID Training Officer.			

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